Columbia County Community Centers
Rental Facilities Application

Please keep in mind that this form is only an application, no facility or date is guaranteed until confirmation is received.

Proposed Date: _____ **Room/Center Requesting:** _____ **Proposed Rental time:**_____ to ____

Organization: _____

Point of Contact: _____ **Additional point of contact:** _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Home Telephone: _____ **Work:** _____ **Fax**_____

Function Time: _____ **Number of guests to attend:** _____

Rental Fee: _____ **% discount (County Resident/Business or Non-Profit)**

Damage Deposit: _____ **(Refundable - 10 to 14 working days after function)**

Additional Fees: _____

Total Due: _____**Total paid today: $** _____

Is alcohol to be served: _____ **Deputy Required?** _____ **Scheduled:** _____ to _____

 Renter has inspected the premises and accepts the use of the premises as is. Renter agrees to indemnify and hold harmless Columbia County and the Community Centers from any claims of any kind, including but not limited to; attorneys fees arising from the use or occupation of the premises by renter, renters guests, invitee, agents, employees, or any independent contractors working for the benefit of renter. Renter further agrees to comply with all applicable ordinances and laws.

 The renter shall find the premises to be clean and in safe condition and hereby agrees to leave said premises and surrounding areas adjacent to the Community Centers in a clean and safe condition. Failure by the renter to adhere to this provision, will subject renter to forfeiture of damage deposit. The renter also agrees to abide by all rules and regulations that are attached and made a part of this contract. The renter is responsible for damage or breakage to any portion of the Community Centers and its property.

 The rental procedures, rental facts, caterers rules, florist rules, house rules and cancellation policy, which are enclosed hereto, are incorporated into this contract and by signing this contract renter is agreeing to all stipulations. In the event that the lessor shall learn that renter intends to violate said rules, it reserves the right to cancel this contract and return all rent to the renter without further liability.

**Final payment must be made 60 prior to the event date.
** Patrons must be at least 21 years of age to sign rental contract.
**No function will take place without adult supervision.
**Person who signs this contract must be present for function unless approved by SRP Staff.

 Please initial the following:
   _____ **I have read and understand House Rules.**
   _____ **I have read and understand Cancellation Policy.**
   _____ **I have read and understand The Alcohol Policy.**

Signature of Renter: _____ **Date:**_____

Signature of SRP Representative: _____ **Date:** _____

☐**Please send my confirmation** **the address above or e mail at:**
_____

<u>**SRP retains the right to stop any event if excessive noise or disruptive behavior continues.**</u>

Please mail signed rental contract to: 3300 Evans to Locks Rd., Martinez, GA 30907
Signed contract may also be faxed to: (706) 868-3435

Make checks payable to: Columbia County Community Centers